

Ballenger Creek Community Building Rental Application

Applicant must be at least 21 years of age to rent the building.

Name of Group:	Today's Date:
Name of Applicant:	# People Expected:
Street Address:	_City:State:Zip:
Home Phone Number:E-Mail Address:	
Date of rental:Alternative Date:	Start time:End Time:
Times listed must include set-up and clean-up	o time. Building hours are from 10:00 am-10:00 pm.
Please select all that apply:	
R / NR	
□ \$300.00/\$450.00 Multi-purpose Room	Capacity of building 140
□ \$75.00 Kitchen Rental	
All fees including a \$300 security deposit must be Submitted with this application.	•
Processing fees (See Rules and procedures for details): Refunds: \$4.00, Transfers: \$10.00, Returned Checks: \$25.00	
Applicant Signature:	Date:
A signed and dated Ballenger Creek Community Building rental agreement must also be submitted with this application. Photo identification required at time of key pick-up.	
OFFICE USE ONLY:	
Date received:Rules Sh	eet Signed:ID received:
Method of payment: Amount Paid: \$	Key Number:
□ Cash	
□ Check # (Checks made payable to "Frederick County Treasurer")	
□ Credit Card (Card Type: □ Visa □ Master Card □ Discover)	
Credit Card #:•	• Expiration Date:

Mail or fax to:

Frederick County Division of Parks & Recreation

118 North Market St. Frederick, MD 21701

Phone: 301-600-1646 • Fax: 301-600-2595